

**CITY OF HORSESHOE BAY
JOB DESCRIPTION**

Title: Utilities Director
Department: Community Services

Salary Level: 71
FLSA: Exempt

Functions:

Directs and coordinates activities of City's Department of Community Services: Confers with staff and other officials responsible for water production and distribution, wastewater treatment and collection, and other services through coordinated use of human resources and equipment. Plans and conducts the utility capital improvement program and is responsible for capital program inspections. Reviews and prepares preliminary budgets and adjusts items for conformance to anticipated needs. Attends city council meetings to present budgets, activity reports, and plans for future activities. Confers with suppliers and sellers and places orders for equipment, materials, and supplies. Plan, direct, and coordinate operational activities at the highest level of management with the help of subordinate supervisors. May hire, promote, discipline, and dismiss employees of department supervised, within the established policies and procedures of the City. The Utilities Director may become responsible for certain roads, streets, traffic controls, and drainage ways in the future.

Organization:

This position is the executive level manager of the Community Services Department. Position reports to the City Manager for policy and technical direction and interfaces with customers, regulatory agencies, other political and public entities, vendors, contractors and the public. Annual performance evaluation and compensation made by City Manager.

Reports To: City Manager

Supervises: Department Supervisors and Staff (25-30)

Responsibilities and Duties:

- Develops, organizes, obtains approval of, implements, controls, and reports on methods and procedures to accomplish all work necessary for the efficient and safe operation of the facilities, equipment and processes utilized in the Community Services Department.
- Prepares and executes the department's annual budget including the capital improvement programs budget for the department.
- Manages the selection, training, assignment, supervision, appraisal, compensation, dismissal, and reporting on of all assigned personnel.
- Prepares analyses of the capabilities, durabilities, efficiencies, and economics of all components comprising the department, and develops plans and recommendations for any

changes deemed prudent at the present time or in the foreseeable future.

- Develops, plans, organizes, and administers policies and procedures to ensure administrative and operational objectives in assigned functional areas are met. Issues the annual water quality report.
- Conducts utility rate, fee, and financial studies; and recommends utility rates and fees to City Council for approval.
- Negotiates contracts and agreements with federal, state, and local agencies and other organizations.
- Plans, promotes, organizes, and coordinates public community service programs and maintains cooperative working relationships among public and City participants.
- Recommends governmental measures affecting public utilities and community facilities to control and guide community development and renewal.
- Plans for the advancing of technology for the benefit of City operations, including but not limited to, the GIS system, the billing and collections system, the work order system and all direct and peripheral hardware needed to support these and other applications.
- Performs other duties as assigned.

Physical Requirements:

- Ability to use eyes, ears, hands and fingers.
- Ability to lift, push, or pull 50 lb.
- Ability to sit and stand for long periods of time.
- Ability to stoop, bend, squat, twist, and stretch.
- Ability to reach out with the body, arms and /or legs.
- Ability to reach above shoulder level with arms.
- Applicant must pass a post-offer, pre-employment physical examination and drug screening.

Position Personnel Requirements:

Executive Level

- A Bachelor of Science in Engineering, Environmental, Construction Sciences, Engineering Technology, Business or other related environmental, science, or engineering field; or equivalent in a related field with related technical experience.

- Licensed Professional Engineer in the State of Texas, in good standing, or be able to obtain within two (2) years is preferred.
- At least eight (8) years of documented and progressive hands-on experience as a water and wastewater operator in treatment, operations, and maintenance including five (5) years of supervisory experience.
- A TCEQ Class B Surface Water and Class B Wastewater Certifications are preferred.
- Two years of Contracting and Procurement experience.
- Must possess a valid Texas Class C Driver's License.
- Must have an acceptable driving record.
- Experience may be substituted for required certifications on a case by case basis.